CERTIFY PROCESS

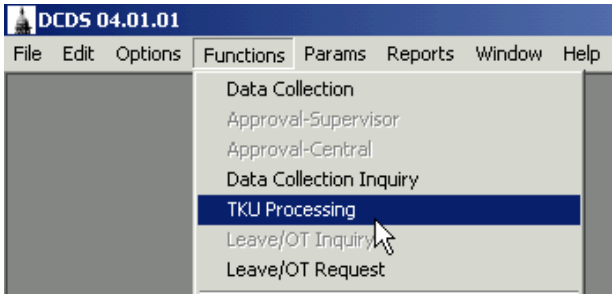
DCDS LOG ON

User ID --- is preset for you and is always your last name and first initial, unless there is more than one individual in State Government with your last name and first initial; then it would be your last name and first initial and a number. Examples: DOEJ or DOEJ1

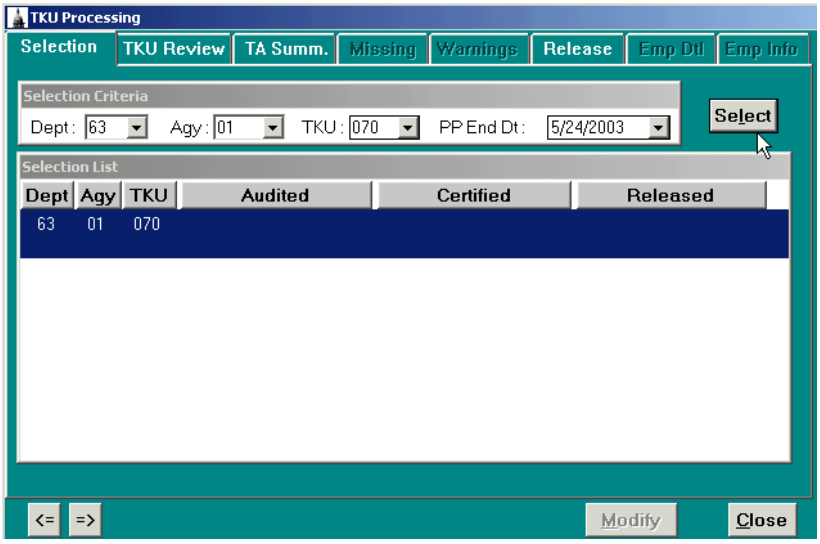
Password --- The first time you log on to DCDS your password will be MAINDCDS. This password will only allow you to log in to DCDS once, so the first thing you will do in DCDS is to change your password to one of your choice. The password must contain a least 6 but no more than 20 characters. It can be either alpha or numeric, but must start with an alpha character. Passwords expire every 45 days.

CERTIFY PROCESS

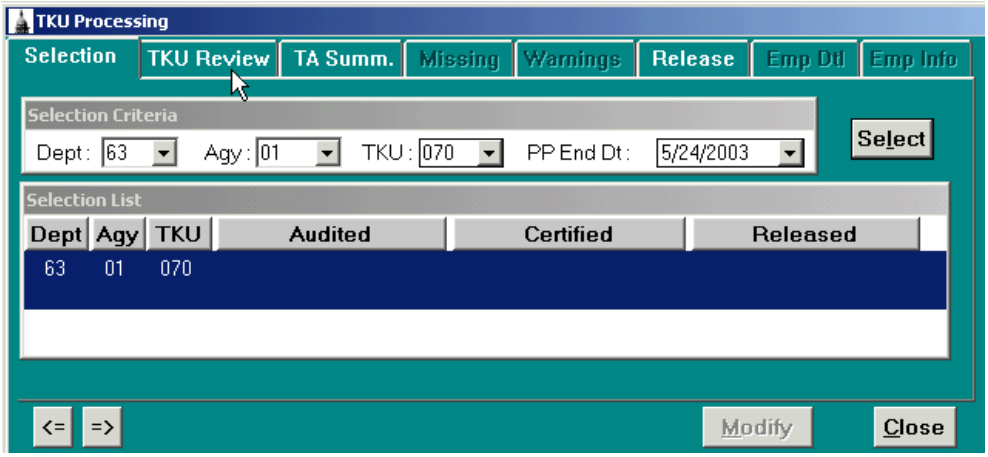
1. On main menu: Click on **Functions**, then click on **TKU Processing**.



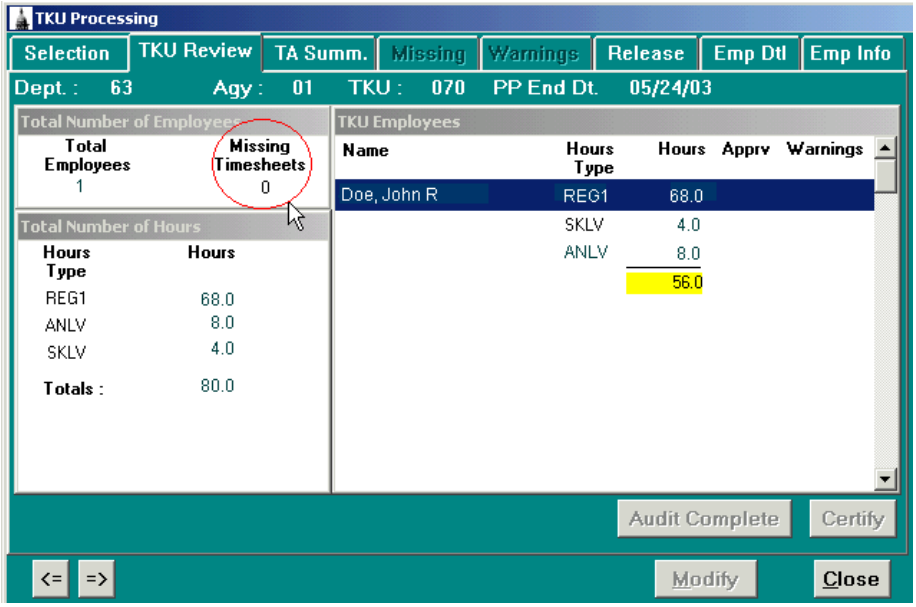
2. The Selection screen appears. Enter the selection criteria for Dept., Agency and TKU. Also verify that the correct pay period date is selected. Click the **Select** Button. The Selection list will appear in the lower portion of the screen.



3. Highlight the TKU you wish to certify. Click on the **TKU Review** tab.

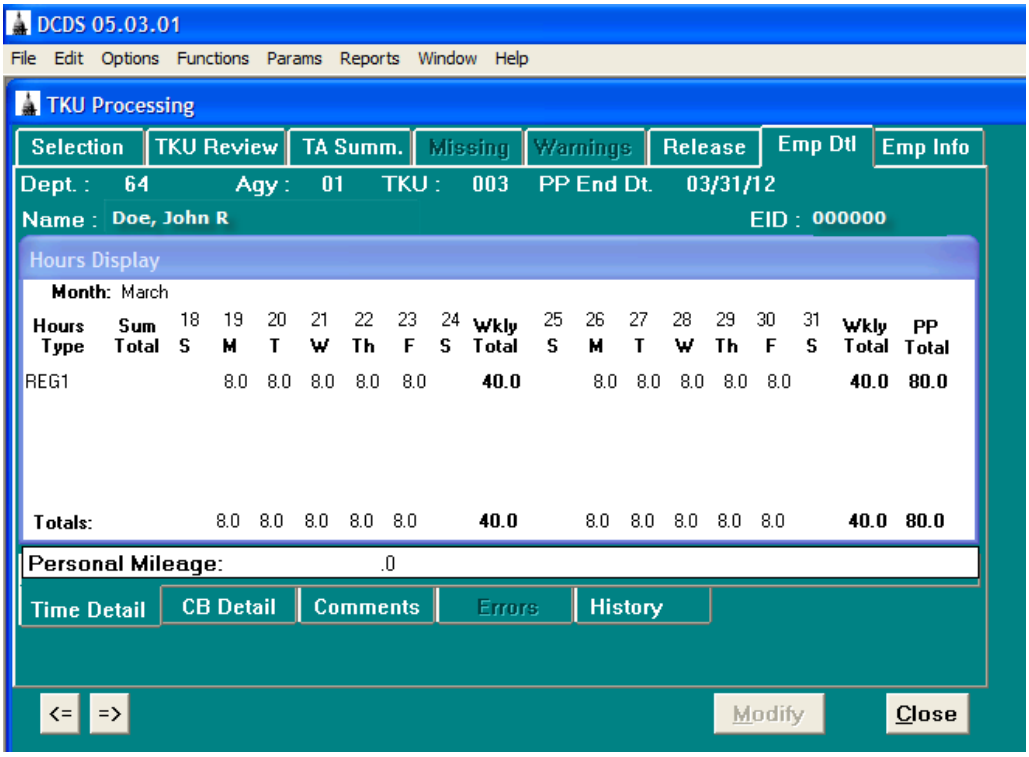


4. Look at the **Total Number of Employees** box in the top left corner of the screen and make sure that the number of Missing timesheets is 0 (zero). If there are no missing timesheets go to Step 6. If there are timesheets missing, refer to the **Missing Timesheet** instructions following this process.



5. Review the APPRV column to ensure timesheets are approved; remind supervisor(s) to approve, as necessary.

6. Click on the **Employee Dtl** tab. The timesheet screen will appear.



7. Check the timesheet for the following:

a. The total hours for the pay period, in the bottom right corner, equal 80 hours if that employee is full-time.
b. Make sure that there is a comment entered for **ALL SICK LEAVE USED**. Click on the Comments tab at the bottom of the screen. And,
c. If the **Errors** tab is lit up – click on that tab to check the errors/warnings for that timesheet.
    i. A **Warning** (W) indicates that a change may be necessary.
    ii. An **Error** message (E) indicates there is a problem with the timesheet that **must** be corrected before time can be released to the next level.

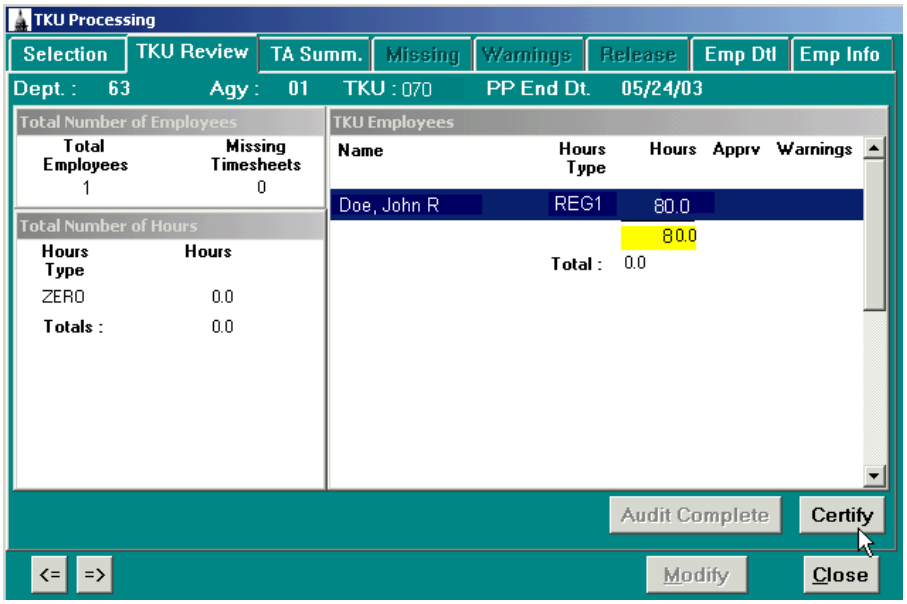
8. If a change needs to be made or a comment added refer to the **Modifying a Timesheet** instructions following this process.

9. Click the [=>] button to go to the next employee.

10. Repeat Steps 6 thru 8 until all timesheets have been reviewed.

11. When all timesheets have been reviewed, click on the **TKU Review** tab.

12. Scroll all the way down. Click on the last hours type on the last employee to enable the **Certify** button.

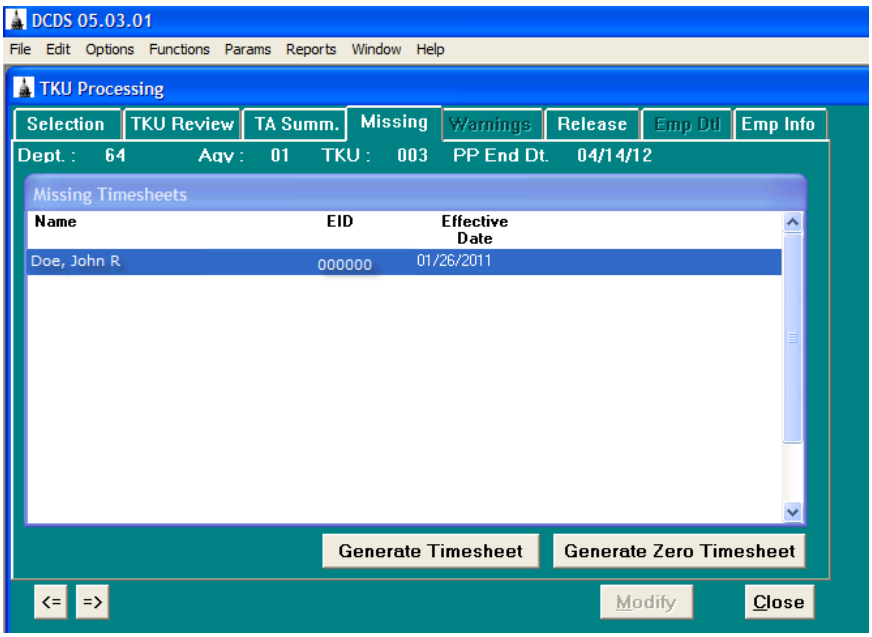


13. If you have more than one TKU to certify, click on the **Selection** tab and repeat steps 2 thru 11.

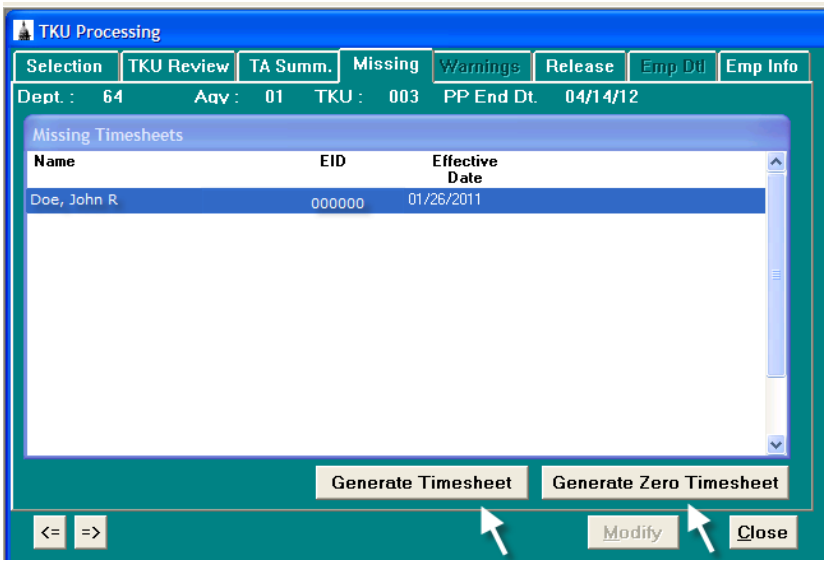
Note: Once Audited, a TKU can be modified by the Timekeeper or Certifier up until the time that OHR releases the TKU.

MISSING TIMESHEET

1. Click on **Missing** tab. This screen displays all those employees who do not have a submitted timesheet for the pay period.



2. Click on each employee listed on the Missing tab and choose either the **Generate Timesheet** button to create a standard 80-hour timesheet for the employee or the **Generate Zero Timesheet** button to create a timesheet with zero hours.



3. When a timesheet has been generated for all employees listed on the Missing tab, click on the **TKU Review** tab.

Note: If any of the timesheets you generated need to be modified, refer to the **Modifying a Timesheet** instructions following this process.

MODIFYING A TIMESHEET

Timekeepers have the ability to modify timesheets for the current pay period, even if the TKU has been audited and certified, as long as HR has not released the TKU. Timekeepers have until Noon on the first Monday of the next pay period to make corrections to the timesheets for the current pay period before HR will start releasing the TKUs.

All post-release corrections to time and attendance must be reported to OHR in written format. The adjustment request may be submitted in either memo or e-mail form and must come from the employee's supervisor. It must contain the following information: name of employee, employee ID number, pay period in question, TKU number, and what the change(s) are. If the change involves sick leave use, the reason for the leave use must also be provided.

HELPFUL HINTS FOR THE CERTIFY PROCESS

A **Warning message** means something is not as it should be and needs to be checked out, but it will allow you to continue with hours entry.

An **Error message** indicates that a change to the timesheet is required before releasing to the next level.

Hours entry is completed in tenths of an hour (six minutes = .1 hrs).

Time and Attendance must be entered in daily increments, not in sum total hours for the pay period.

Holiday hours Less Than Full Time Employees –

Holiday hours are calculated using employee's average hours over the last six pay periods, rounded to the nearest tenth of an hour. This average can be found on the "EMP INFO" tab for less than full-time employees.

Plan A hours – These hours should be recorded on the timesheet with the PLNA hours type.

FMLA hours - All hours approved under FMLA must be entered using the various "FML" hours types.